Document Control

DOCUMENT CONTROL (4.4.5)

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Document Control (cont.)

The basic issue that needs to be addressed in the Document Control section of the standard is

HOW DO YOU MAINTAIN CURRENT AND ACCURATE DOCUMENTS?

Document Control (cont.)

Six issues must be addressed:

1.	Scope of the overall document control system needs to be defined.

2.	Must be a document approval or authorization process.

3.	Maintain a document revision tracking process.

4.	Insure that correct revisions are available at workstations.

Document Control (cont.)

Six issues must be addressed: (cont.)

5.   Out of date documents promptly removed from workstations.

6.   Out of date documents that need to be archived for historical purposes are maintained at a separate location.

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Document Control (cont.)

The primary purpose of the document control system is to insure that only the current and approved documents are employed in the planning and implementation of the EMS.